

DEPARTMENT OF FINANCE AND ADMINISTRATION
Administrative Memorandums

300.22 TITLE: Unauthorized Absences
ISSUING OFFICE: Director's Office
DISTRIBUTION THROUGH: All DFA Employees (LEVEL)
DATE ISSUED/REVISED: 8/01/97 REPLACES: 300.22 DATED: 6/01/96

Employees who are absent from work without authorization will have their pay reduced (docked) by an amount equal to the length of time of the absence computed at the employee's rate of pay in effect at the time of the absence.

Unauthorized absences are those occurring when an employee has not obtained required advance approval for leave or has exhausted all leave balances and leave has not been approved for other available types of authorized leave, i.e., regular Leave Without Pay, Family and Medical Leave, Maternity Leave, Catastrophic Leave, Military Leave and Court/Jury Duty Leave. Employees who are absent due to a work related injury or illness and who are receiving Worker's Compensation benefits are exempt from this policy.

Employees receiving four (4) docks due to unauthorized absences in any twelve (12) consecutive month period shall be terminated. The following disciplinary measures should be implemented when an employee is absent from work without authorization:

1st Dock Verbal Warning

On the occasion of the first dock, the supervisor will counsel the employee regarding the unauthorized dock and the consequences of repeat absences without authorization. The verbal warning is to be recorded, signed by the employee ensuring acknowledgment and placed in the employee's personnel file.

2nd Dock Written Warning

On the occasion of the second dock, the supervisor will prepare a written warning to be recorded, signed by the employee ensuring acknowledgment and placed in the employee's personnel file. The written warning must reference the first dock/verbal warning and define the disciplinary action for further unauthorized docks.

3rd Dock Suspension Without Pay For Three (3) Days (For Exempt Employees, a Five (5) Day Minimum Suspension is Required)

On the occasion of the third dock, the supervisor will prepare a written disciplinary action referencing the two previous unauthorized docks, stating the dates of suspension and defining the disciplinary action for the fourth dock. It is to be signed by the employee ensuring acknowledgment and placed in the employee's personnel file.

4th Dock Termination

On the occasion of the fourth dock, the supervisor will prepare a written disciplinary action referencing the three previous unauthorized docks and stating the date of termination.

Should an employee refuse to sign any disciplinary action, the supervisor should have another supervisor or manager sign, confirming the disciplinary action.